

Instructions

GENERAL INFORMATION

The purpose of this annual survey is to provide the Division of Compensatory Education, Indiana Department of Education with current information on the location and number of children living in institutions for neglected or delinquent children. The information is used to compute Title I allocations for local educational agencies. If the LEA has no institutions, they must return this form and complete Section I item # 1 indicating "NONE" and also complete item # 3.

In the case of group homes under one administrative office, one report may be prepared for all of the homes which are located in the same school district. However, attach a list including the name of each home, the address and the caseload data as required in Section 1, Items 5A and B.

SECTION I - INSTITUTION AND SCHOOL CORPORATION

1. NAME AND ADDRESS OF INSTITUTION - Enter legal name and address of institution. If the name of the institution has changed since last year, show the old name in parenthesis.
2. TYPE OF INSTITUTION - Check only one box to identify the type of institution being reported. If the institution serves both neglected and delinquent children, for classification purposes, identify the majority of the children. If an institution does not meet the definitions of institutions cited in Title I Regulations, it should not be included for purposes of this survey.
3. LOCAL PUBLIC SCHOOL CORPORATION - Enter the name, mailing address, and county of the school corporation in which this institution is located.
4. LEGAL OR ADMINISTRATIVE BASIS FOR DESIGNATION OF THIS TYPE OF INSTITUTION - State precisely the legal or administrative basis upon which this institution has been designated as an institution for neglected children, or adjudicated delinquent children. The legal or administrative basis should include one of the following: (1) State license, (2) charter, (3) appropriate legal citations, or (4) recognition by a welfare agency.
5. CASELOAD DATA
 - A. Enter the total number of residents, aged 5-17, in this institution during the period October 1 through October 31, 2008, or any portion thereof.
 - B. Enter the total number of residents, aged 5-17, reside at a live-in institution or facility for at least one day within the 30-day count window (one day of which must be in October). These data will be used in the Title I formula for computation of grants. There should be records available to support the caseload data reported in this item since this count generates Title I funds and is subject to audit. NOTE: Children counted under the provisions of Title I 89-313 (programs for handicapped) may be served and included in the caseload count.

SECTION II - BASIS FOR ELIGIBILITY

1. To establish the basis for identifying the type of institution in Section I, item 2, answer only one of the items below (A or B) to show that the institution meets the eligibility requirements in accordance with Title I regulations.
 - A. If this institution is operated for the care of neglected children and meets the definition in Section I, item 2A, answer "Yes".
 - B. If this institution is operated for the care of children who have been adjudicated to be delinquent or in need of supervision and meets the definition in Section I, item 2B, answer "Yes". For this purpose "children" means persons up to age 21 who are entitled to a free public education not above Grade 12, or children who are of preschool age.
2. If this is a residential facility, answer "Yes". Children who attend day care facilities are not eligible for services under this program.
3. If no children under the age of 5 years or over the age of 17 years have been included in Section I, item 5B, answer "Yes". For purposes of the Title I formula, only children aged 5 - 17 inclusive are eligible to be included in the caseload data, even though any child who meets the definition of children as explained in 1 above is eligible to be served.

SECTION III - CERTIFICATION BY CHIEF ADMINISTRATIVE OFFICIAL OF INSTITUTION

This report is signed by the Chief Administrative Official of the institution to certify that the information reported is complete and accurate. The original is returned to the Division of Compensatory Education. Copies are retained by both the Institution and the district (i.e., Title I program administrator).